

Viewing a Requisition

View my reqs: All stages

All req screens have the same basic format. Click Reqs>View my reqs> and then the status of the reqs you want to view. This screen is All stages which will show a list of ALL reqs to which you have access. The left navigation bar allows you to Add a new req, edit one of the reqs on the list, or Save a req as a new one.

Actions

[Add new req](#)

[Edit](#)

[Save as new](#)

Select a req	Req folder	Auto req ID	Job Title	Vacancies Remaining	Status	Personnel Assistant	Employment Specialist	Department	Location	↑↓ A	Date created
		108BR	TREASURER'S CASHIER	1	Approved	TSCHETTER, BETTY	MATCHINSKY, VELMA	655-Treasurer	Polk County		08-Jun-2006

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Left navigation bar You can take three actions from the navigation bar at the left of the req screen. To take one of the actions, either click on the link or on the icon to the right of the link.

Add new req – This is one method of getting to a blank req screen in order to enter a brand new req.

Edit-Use this link to make changes to a current req. To edit a req, select the desired req using the radio button in the Select a req column to the left of the req and click the Edit link or icon. Before making changes to a req, contact your assigned Recruiter. Some fields may not be changed after the recall list for a req has been issued.

Save as new – This is a quick way to create a new req if you already have a similar req for the same job class. To do this, select a req (must be for the same job class so the defaulted job class data is correct) and click the Save as new link or icon. This action will create a new req with a new req id. Then, you can select the new req and make any edits needed.

Columns: This will describe the meaning of the columns on the view reqs screen. You will notice that many of the column titles are underlined. When a column title is underlined, you can sort the contents of that column in alpha or numerical order. Click the column header once and the sort will be from A-Z or lower to higher. Click it a second time and the sort will reverse.

Select a req: click this radio button to select the req for further action (edit or save as new)

Req folder: a folder icon will display in this column if a req folder has been created for the req. That action is taken by the Employment Specialist when they initially process the req. If the folder is white, there are no applicant records in the folder. If the folder is orange, there are applicant records in the folder. Click on the orange folder to open the list of names for the req.

Auto Req id: Each req will have a unique id. This id will be used in the same way as the vacancy number in the old system. You can use this id to perform a quick search for a req. To do that, type this id in the Search Reqs box on the lower right portion of the screen and click Go.

Job Title: Title of the job class for which the req was created.

Vacancies Remaining: Number of positions which are still open on this req. As hires are made from a req, the system will count down the number of vacancies remaining. When there are none remaining, the system will automatically close the req.

Status: Identifies the status the req is in. Statuses are:

Pending: Req that has ben entered but not approved for release to DAS-HRE

Approved: Req that has been approved for release to DAS-HRE that has not yet been opened for recall or posting.

Open: Req that is in process. It could be in process for issued recall names or it could be posted or the department could be considering applicants for hire.

Closed: Req I which all hires have been made.

On Hold: Req that is currently not being used, but might be in the future.

Cancelled: Req from which no hire has been or will be made..

Personnel Assistant: Generally the person who created the req.

Employment Specialist: The HRE Employment Specialist assigned to the department for which the req was created.

Department: The department in which the vacancy exists.

Location: The county or institution where the position is located.

Date Created: The date the initial req was created.